



# CITY OF HOUSTON

## Job Posting

**cd Applications accepted from:**

**ALL PERSONS INTERESTED**

**Job Classification**

**ASSISTANT DIRECTOR (Exe-Level)**

**Posting Number**

**PN# 100970**

**Department**

**Public Works & Engineering Department**

**Division**

**Public Utilities Division**

**Section**

**Water Production Branch**

**Reporting Location**

**611 Walker\***

**Workdays & Hours**

**M - F, 8:00 a.m. – 5:00 p.m.\***

**\*Subject to change**

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Directs and manages personnel in the direction, development, implementation, administration and operations of various systems, plans and projects. Manages and directs personnel, reviews operations, and establishes objectives within the systems operations section of the Water Production Branch. Reports to Senior Assistant Director. Responsible for the production of groundwater and surface water, distribution system, chlorination and cross connection control. Represents the Branch when Senior Assistant Director is unavailable. Reviews, analyzes and processes requests. Makes presentations to council, government agencies and other organizations. Reviews recommendations and testimonies. Reviews and evaluates correspondence and various proposed ordinances and plans. Performs general administrative functions, including job postings, authorized payments and personnel reports. Attends meetings to establish policies, plans and system directives. Researches a variety of issues that may impact the city. Establishes operational and reporting guidelines for systems. Directs the development and implementation of new or redesigned systems.

### **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Engineering, Chemistry, Biology, Environmental Science or a closely related field.

### **MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of administrative experience is required with at least three of those years in a managerial capacity. A Master's degree may be substituted for two (2) years of experience.

### **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

### **PREFERENCES**

None

### **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

### **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 32  
\$3,184 - \$4,110 Biweekly - \$82,784 - \$106,860 Annually

### **OPENING DATE**

September 29, 2004

### **CLOSING DATE**

Open Until Filled

### **APPLICATION PROCEDURES**

Original applications and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our TDD # (Telephone Device for the Deaf) is 713-837-9596.

An equal opportunity employer